

## **POLICY ADDRESSING APPROVAL OF COST SHARE APPLICATIONS, CONTRACTS AND REQUESTS FOR PAYMENTS**

This policy specifies the process for approving cost share applications, contracts and requests for payments.

### **Applications and contracts**

1. Applications and contracts must be approved during an official board meeting.
2. Applications and contracts must be approved as separate action items.

### **Requests for payment**

1. RFPs must be complete, including proper job approval authority signature or letter, prior to approval.
2. Requests for payment (RFPs) should be considered and approved at board meetings.
3. Boards may delegate signature authority on RFPs to a person, not a position. This delegation shall be recorded in board minutes and include the name of the person and the delegated authority. The authority remains with the person until rescinded.
4. The Commission recommends delegating signature authority only to supervisors.
5. Although the board retains the ultimate authority for decisions, boards can delegate signature authority to a primary delegate and an alternate delegate. If the primary or the alternate is unavailable, RFPs will go back to the board.
6. If the RFP benefits the primary or alternate delegate, that delegate cannot approve the RFP. The other delegate or the board can approve the RFP.
7. RFPs approved outside of a board meeting must be presented and recorded at the next board meeting as an information item.